

OFFICE OR STAFF
OCD

OFFICE CODE
J

REQUEST DATE

APPROVAL DATE

CONTROL NO.
1403

Page of Pages

DELETIONS

Security Information

ADDITIONS

NET CHANGE

ORGANIZATION

ORGANIZATION
AND POSITION TITLE

SERIES & GRADE

POSITION NO.

ORGANIZATION
AND POSITION TITLE

SERIES & GRADE

POSITION NO.

NEW BR. &
DIV. TOTALS

CODE
(Machine Records)

LIAISON DIVISION

LIAISON DIVISION

25X1A

Requested by OCD and classification review.
No change in T/O strength.

NEW OFFICE TOTALS

APPROVAL

T/O strength

25X1A

CONFIDENTIAL

The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.

Chief, Class. & Wage Div.

TITLE

FORM NO. 30-25
SEP 1952

Security Information

T/O CHANGE AUTHORIZATION

JUL 28 1953

(4-39)

23 July 1953

MEMORANDUM FOR: Classification & Wage Division

ATTENTION: 

25X1A9a

SUBJECT: Request for Reclassification of Machine Division Positions

1. The Chief, Machine Division, considers the following T/O changes to be urgent and requests immediate action if possible:

- a. Deletion of slot # 144, Clerk, GS-3, Information Processing Section
- b. Establishment of a new position, Electronics Engineer, GS-9, in the Maintenance Section
- c. Reclassification of positions # 153 and 154, Laboratory Electronics Mechanics, from GS-5 to GS-7, the same as position # 152


2. Accordingly, OCD requests that classification action be taken in these cases as soon as possible, prior to the completion of the job survey currently underway in the Machine Division. OCD will make every effort to submit within the next few days the remaining job descriptions required for the survey.


Administrative Officer, CD

25X1A9a

23 July 1953

MEMORANDUM FOR: Classification & Wage Division


ATTENTION: 

25X1A9a

SUBJECT: Position Reclassification

1. OCD has no objection to your request that the position of Library Assistant, GS-5, slot J705, Circulation Branch, Extension Section, be reclassified to Librarian, GS-5, and a new position number assigned.

25X1A9a


Assistant Chief, Administrative Staff, CD

403
7/27/53
KJ